



U.S. DEPARTMENT OF EDUCATION

Education Data Exchange Network (EDEN)

***EMAPS* User Guide: IDEA Part C
Exiting Survey**

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1.0	09/20/2012	Version 1.0 of this document introduces the first release of the IDEA Part C Exiting Survey in EMAPS
2.0	9/19/2013	Updated for 2012-13, Year to Year Comparison report information added
3.0	9/15/2014	Updated for 2013-2014
4.0	9/10/2015	Updated for 2014-2015

PREFACE

The EMAPS IDEA Part C Exiting User Guide is intended to provide assistance to users of the *EDFacts Metadata and Process System (EMAPS)*. This guide demonstrates the steps necessary to enter IDEA Part C Exiting Survey data and navigate this survey in EMAPS.

This guide will be updated if major system modifications affect user procedures.

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1.0 INTRODUCTION

The *EDFacts Metadata and Process System (EMAPS)* is a Web-based tool used to provide State Lead Agencies with an easy method of reporting and maintaining (1) data to meet Federal reporting requirements, and (2) information on state policies, plans, and metadata in order to aid in the analysis of data collected.

1.1 Technological Requirements

Before You Begin:

Internet Explorer 8, 9, 10 and 11 and Firefox are the only supported browsers for EMAPS.

2.0 Overview

This survey has been developed to collect data authorized under Section 618 of IDEA, Part C of the Individuals with Disabilities Education Act (IDEA). This information is entered by the IDEA Part C Data Managers. The survey collects information on the following and is organized to provide the counts for the number of infants and toddlers with disabilities (IDEA) in the following sections:

- Reason for Exit by Race/Ethnicity- States manually enter the count of children by Race/Ethnicity and Reason for Exit.
- Percent Exiting by Race/Ethnicity- EMAPS calculates the percentage of children exiting by Race/Ethnicity by Reason for Exit, based on the numbers entered by the states.
- Reason for Exit by Gender- States manually enter the count of children by Gender and Reason for Exit.
- Percent Exiting by Gender- EMAPS calculates the percentage of children exiting by Gender and Reason for Exit.

This report shall be run for 50 states plus the District of Columbia, Puerto Rico, Virgin Islands, American Samoa, Guam, and Northern Marianas.

2.1 FREQUENTLY ASKED QUESTIONS

Below is a list of frequently asked questions regarding the EMAPS IDEA Part C Exiting Survey process. Additional questions about how the process works or suggestions for enhancements to the process should be directed to the Partner Support Center at EDEN_SS@ED.GOV.

What is the primary use of this information?

The IDEA Part C Exiting Survey provides the U.S. Department of Education (ED) information on the counts of the following:

- Section A
 - Reason for Exit by Race/Ethnicity
 - Percent Exiting by Race/Ethnicity
- Section B
 - Reason for Exit by Gender
 - Percent Exiting by Gender

The data collected using this survey is required by the Individuals with Disabilities Education Act (IDEA), Section 618.

The data will be used as responses in the Office of Special Education Programs (OSEP)'s Table 3, "Report on Infants and Toddlers Exiting Part C."

The data are also used for monitoring the programs and activities under IDEA and reported in OSEP's Annual Report to Congress on the Implementation of IDEA.

Who may have access to my state's IDEA Part C Exiting Survey?

Each state IDEA Part C Data Manager has been granted read/write access to the EMAPS online survey. Other users will be granted access at the request of the state.

If the Part C Data Manager wishes to authorize another user to complete this survey, please contact the Partner Support Center (PSC) and provide the name and e-mail address of the user(s) that will be added.

Phone: (877) 457-3336

Email: EDEN_SS@ed.gov

TTY#: (888) 403-3336

The PSC is open from 8:00AM to 6:00PM (ET), Monday through Friday.

Will the system send any notifications?

EMAPS will send notifications to Part C Data Managers at the following times:

- When the system is open.
- When Data has been submitted.

- When there has been no account activity. Notifications will be sent two weeks and three days prior to due date.
- When data has been entered, but not submitted three days prior to due date.
- If there are data with edit check warnings in the submissions three days prior to due date.

Additionally, when the system is reopened for data resubmission, notifications will be sent when:

- There is a data quality inquiry.
- The system has been reopened.
- There was a data quality inquiry and updated data has not been submitted one week prior to close of the reopen period.
- One week prior to the close of the reopen period.

When are the data due?

The system will open October 5, 2015 and the completed survey is due no later than 11:59PM (ET), November 4, 2015.

There will be a reopen period for data resubmissions between May 9, 2016 and June 6, 2016 at 11:59PM (ET). States will receive notification from OSEP of follow-up needed via email after the due date and prior to May 9, 2016.

The data will be frozen on June 6th to be used by OSEP in the Annual Report to Congress, public posting of the IDEA Section 618 data, and ad hoc requests.

Do not submit preliminary or placeholder data just to meet the submission deadline. The submission of the survey responses will be assessed by OSEP for timeliness, completeness and accuracy. Data submissions with missing data elements are rated by OSEP as “incomplete.”

The review of data for accountability purposes will be based on data in the system as of 11:59PM (ET) on the due date.

Are all states required to submit the IDEA Part C Exiting Survey via EMAPS for 2014-15?

For 2014-15, the Part C Exiting Survey will be submitted by 50 states plus the District of Columbia, Puerto Rico, Virgin Islands, American Samoa, Guam, and Northern Marianas.

What reporting year will this data collection cover?

The IDEA Part C Exiting Survey should cover an entire year of counts. For the 2014-15 data collection, the state will define their reporting period and enter the Month and Year in the survey.

May I leave a field blank?

Fields may not be left blank. Data will not save unless there is a value for every field. The next questions will address zero counts, missing data and categories that are not applicable.

When are zero counts permitted in this survey?

A zero count should be used only if the state conducted a count for that data element and there were no children to report in the specific category for the given reporting period.

When should I report Missing?

The user should report a count as “Missing” when the State did not collect or cannot report a count for a specific category. States should enter “M” for Missing.

I see an error that is preventing me from submitting my form. What should I do?

If you attempt to submit data and see an error that prevents you from submitting the form, please review your data. Acceptable values are positive integers, zero, and “M”. The characters “NA” are permitted only for the fields “Part B Eligible, Continuing in Part C.” Negative numbers, decimal points, and other alpha characters are not acceptable.

In one row, data that is NA is showing a total and percentage. In another row, data with an NA is showing NA. Why is this?

Data that is entered as “M” or “NA” will be calculated as a 0, with the exception of question 3, “Part B Eligible, continuing in Part C.” Using a value of NA or missing for this question will cause totals and percentages to calculate as “NA.”

How can I review the survey results after I have saved a draft version?

After a draft version is saved in the Data Entry forms, the system will display the survey dashboard. Users will need to select the “Review and Submit” form from the survey dashboard to check for errors. Edit check violations will be listed near the bottom of the report that is generated (in red text).

Once the data are reviewed you must click “Submit Data to Database” to complete the survey process.

How do I submit the completed survey to ED?

Submitters will need to be in the “Review and Submit” form in order to save the survey to the database and complete the submission process. Once the review is complete, the user should select the “Submit Data to Database” button to submit the survey to the database. The IDEA Part C Data Manager (as well as anyone on the Part C Contact list) will receive a confirmation email once the data have been submitted to the database. Additionally, an HTML report and a Year to Year Comparison report will be attached to the confirmation email and available in EMAPS.

Will I have access to previously submitted Survey results?

Yes. Users will be able to view the history of all their state’s submitted IDEA Part C Exiting Surveys. The last version submitted by Part C Data Manger, and in the system as of 11:59PM (ET) on the due date, will be the version ED will use to review the data for accountability purposes. Data publicly reported and used by OSEP for other purposes will be the last submission as of the freeze date (June 6, 2016 for Exiting). Draft versions will not appear in the report repository.

Will I have access to the survey after I have submitted data to database?

Yes. Users will be able to access their state’s survey until the November 4 due date. After the due date, a user may review the survey but may NOT modify data until the reopen period (May 9 to June 6, 2016).

During the open periods, IDEA Part C Data Managers will be able to override any previously submitted versions of their state survey by entering the survey process and submitting the survey again. There are no limits to the number of times a user can submit this survey. A history of all submitted versions will be archived in the IDEA Part C Exiting Reports repository.

NOTE! *ED will use only the latest submitted version of the survey on the due date/ freeze dates for reporting purposes.*

NOTE! *EMAPS goes down late Sunday nights and comes back up at approximately 2:00AM (ET) Monday Mornings.*

After starting the survey, can I save the existing entries and come back later to complete it?

Yes. The survey is set up for a user to be able to save a working non-finalized copy as a draft which can be completed at a later time. Each data field must have a value provided for the draft to save. The “Save as Draft” button is provided at the bottom of

the Data Entry forms. When a user selects this button, the data will be saved to EMAPS and the user will be directed to the IDEA Part C Exiting Survey dashboard.

NOTE! Saving data within the collection screen will not generate a HTML report and is not considered an official data submission to ED. Users must submit data to the database from the Review and Submit screen to submit data to ED.

3.0 Accessing EMAPS: Step-By-Step Instructions

For assistance logging into EMAPS, please contact the Partner Support Center (PSC).

Email: eden_ss@ed.gov

Telephone: 877-457-3336 (877-HLP-EDEN)

TTY/TDD: 888-403-3336 (888-403-EDEN)

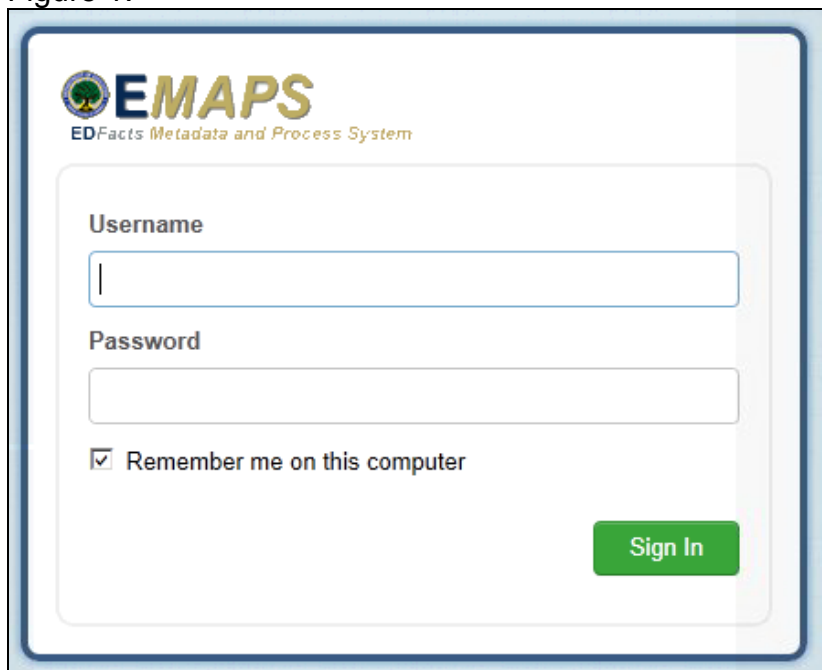
PSC is open from 8:00AM to 6:00PM (ET), Monday through Friday.

3.1 Logging into the EMAPS web site directly

To log in directly to EMAPS, go to <https://emaps.ed.gov/suite/> (see fig.1). Enter your assigned username and password for access.

NOTE! Your EMAPS username and password are case sensitive.

Figure 1.



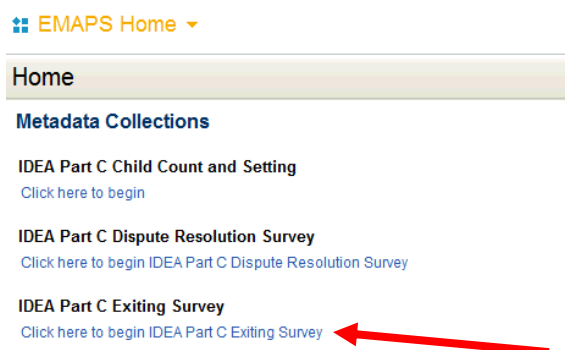
The screenshot shows the EMAPS login interface. At the top left is the EMAPS logo with the text "EDFacts Metadata and Process System" underneath. The main login area contains a "Username" label above a text input field, a "Password" label above another text input field, and a checkbox labeled "Remember me on this computer". A green "Sign In" button is located at the bottom right of the login form.

4.0 Launching the Survey from the EMAPS Home Page

4.1 EMAPS Home Page

When you log into EMAPS, you are immediately taken to the EMAPS Home page. Under the Metadata Collections header you will see the “IDEA Part C Exiting Survey”, click the link “Click here to begin IDEA Part C Exiting Survey” to start the process (see fig. 2).

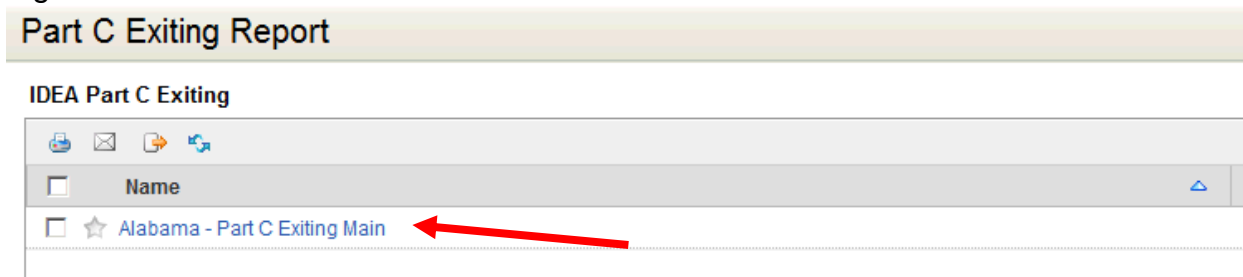
Figure 2.



4.2 IDEA Part C Exiting Start Page

Once you have clicked on the “Click here to begin...” link, you will see the survey start link for your state or entity (see fig. 3). Click the link “[state’s name] – Part C Exiting Main” to enter the IDEA Part C Exiting Dashboard.

Figure 3.



NOTE! If a user attempts to access the survey from this start page after the survey is closed for data submission, they will see a blank screen.

5.0 The IDEA Part C Exiting Dashboard

The IDEA Part C Exiting dashboard will contain five links (see fig. 4). In order to navigate into each section click the link you would like to update.

1 – Section A: Reason for Exit by Race/Ethnicity– This form is where Part C Data Managers will input data for Reason for Exit by Race/Ethnicity.

2 – Section A: Percent Exiting by Race/Ethnicity – This form is auto calculated by *EMAPS* and will be reviewed by Part C Data Managers for accuracy. *EMAPS* will calculate the percentages based on data entered for Section A: Reason for Exit By Race/Ethnicity.

3 – Section B: Reason for Exit by Gender – This form is where Part C Data Managers will input data for Reason for Exit by Gender.

4 – Section B: Percent Exiting by Gender – This form is auto calculated by *EMAPS* and will be reviewed by Part C Data Managers for accuracy. *EMAPS* will calculate the percentages based on data inputted for Section B: Reason for Exit by Gender.






5 – Review and Submit form – The form is where Part C Data Managers will review the entered counts for edit checks (errors) or submit the survey to the database.

Figure 4.

 [EMAPS Home](#) ▾

Alabama - Part C Exiting Main

IDEA Part C Exiting

-  [1. Section A: Reason for Exit by Race/Ethnicity](#)
-  [2. Section A: Percent Exiting by Race/Ethnicity](#)
-  [3. Section B: Reason for Exit by Gender](#)
-  [4. Section B: Percent Exiting by Gender](#)
-  [5. Review and Submit](#)

6.0 Data Entry

To begin submitting your IDEA Part C Exiting Survey, users will select the link for the form they wish to update (see fig.4). There are 5 sections:

1. Section A: Reason for Exit by Race/Ethnicity
 2. Section A: Percent Exiting by Race/Ethnicity
 3. Section B: Reason for Exit by Gender
 4. Section B: Percent Exiting by Gender
 5. Review and Submit
- Each data field will be blank when the form is first opened. Data fields may be populated only with numeric integers.
 - Zero counts should be entered only if a state conducted a count for that data element and there were no children to report in the specific category for the given reporting period.

If a count is missing, enter “M”.

- The use of a Not Applicable entry is allowed ONLY for the fields in the third row of the forms, “Part B Eligible, Continuing in Part C”.
- If a count is not applicable to your state, report “NA”.
- Fields with an * indicate a mandatory data entry field.
- The only permitted values are: 0, a positive integer, “M” for missing, or “NA” for not applicable. Each field must have a response. The “M” for missing and “NA” for not applicable must be capitalized.
- The user should report a count as “Missing” when the state did not or cannot report a count for the specific category.
- If you visit a “Percent Exiting” page before entering data in the “Reason for Exit” page, the forms will be blank.
- To exit a data entry page, select the “Save as Draft” button.

Users should exit the page by selecting either the "To Dashboard" or the "Submit Data to Database" button. If a user closes the data entry screen window or the EMAPS browser window directly your data will not be saved. Data will be save only when the “Save as Draft” button has been selected.

6.1 Entering the 12 Month Reporting Period

At the top of the Section A data entry form, there is a space to enter the 12 Month Reporting Period.

Users should select the month and year for the beginning and ending of the reporting period from the drop down boxes as shown in Figure 5 below:

Figure 5.

Year 2014-15

A zero count should be used when there were no children to report in the specific category for the given reporting period. Enter "M" (Missing) if the state did not collect or could not report a count for the specific category. For Question 3 (Part B eligible, continuing in Part C) enter NA if the category is not applicable. Please provide an explanation for the missing data in the comment box at the bottom of the survey pages.

What is your state's 12 month reporting period?

From 1

2012

To: 1

2012

If a 12 month period is not entered into this question there will be an error on the review page.

6.2 Reason for Exit by Race/Ethnicity Form

The Section A: Reason for Exit by Race and Ethnicity form is below the 12 month reporting period question.

Report the (unduplicated) number of children with an active individualized family service plan (IFSP) in place at some point during the reporting period and at the end of the reporting period that was either 1) no longer receiving services under Part C, or 2) had reached his or her third birthday, according to the child's race/ ethnicity and reason for no longer receiving services.

Users should enter one of the accepted values into each of the data fields. Total fields on the far right and those on the bottom are auto-calculated by the system (see fig. 6).

To ensure that EMAPS calculates totals properly, numbers should not be copied and pasted into data entry fields.

Figure 6.

Reason For Exit	Hispanic/L. American Indian or Alaska Native	Asian	Black or African American	Native Hawaiian or Other Pacific Islander	White	Two or more Races	Total
Program Completion							
* 1. No longer eligible for	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	0
Exit at Age Three							
* 2. Part B eligible, exit	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	0
* 3. Part B eligible, cont	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	0
* 4. Not eligible for Part B, exit with	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	0
* 5. Not eligible for Part	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	0
* 6. Part B eligibility not	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	0
Not Receiving Services							
* 7. Deceased.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	0
* 8. Moved out of state.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	0
* 9. Withdrawal by parent	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	0
* 10. Attempts to contact	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	0
Total number of infants and toddlers	0	0	0	0	0	0	0
Please provide any additional information supplementing any of the questions on this form, if needed.							
OMB number: 1820-0557							
<input type="button" value="Save as Draft"/>							

When calculating totals the Values of “M” and “NA” will be treated as zeros.

After entering data, the user should select “Save as Draft”.

6.3 Percent Exiting by Race/Ethnicity

After entering the data for Section A: Reason for Exit by Race/Ethnicity, states may review the Section A: Percent Exiting by Race/Ethnicity form. This will be auto calculated with percentages by EMAPS. The reporting period is not shown on this page. After viewing the percentages, click the “Save as Draft” button on the bottom of the page.

Figure 7.

Reason For Exit	% Hispanic/L	% American Indian or Alaska Native	% Asian	% Black or African American	% Native Hawaiian or Other Pacific Islander	% White	% Two or more Races	Total %
Program Completion								
1. No longer eligible for								100
Exit at Age Three								
2. Part B eligible, exit								100
3. Part B eligible, cont								100
4. Not eligible for Part B, exit with								100
5. Not eligible for Part								100
6. Part B eligibility not								100
Not Receiving Services								
7. Deceased.								100
8. Moved out of state.								100
9. Withdrawal by parent								100
10. Attempts to contact								100
Percent Exiting by Race/Ethnicity								
								100

OMB number: 1820-0557
Form Expires on: 08/31/2014

[To Dashboard](#)

When calculating percentages the values of “M” and “NA” will be treated as zeros.

6.4 Reason for Exit by Gender

Report the (unduplicated) number of children with an active IFSP in place at some point during the reporting period and at the end of the reporting period that was either 1) no longer receiving services under Part C, or 2) had reached his or her third birthday, according to the child’s gender and reason for no longer receiving services.

Users should enter one of the accepted values into each of the data fields. Total fields on the far right and those on the bottom are auto-calculated by the system (see fig. 8.)

To ensure that EMAPS calculates totals properly, numbers should not be copied and pasted into data entry fields.

Figure 8.

Year 2014-15

A zero count should be used when there were no children to report in the specific category for the given reporting period. Enter "M" (Missing) if the state did not collect or could not report a count for the specific category. For Question 3 (Part B eligible, continuing in Part C) enter NA if the category is not applicable. Please provide an explanation for the missing data in the comment box at the bottom of the survey pages.

Reason For Exit	Male	Female	Total
Program Completion			
* 1. No longer eligible for Part C pri	<input type="text"/>	<input type="text"/>	0
Exit at Age Three			
* 2. Part B eligible, exiting Part C.	<input type="text"/>	<input type="text"/>	0
* 3. Part B eligible, continuing in Pa	<input type="text"/>	<input type="text"/>	0
* 4. Not eligible for Part B, exit with referrals to other	<input type="text"/>	<input type="text"/>	0
* 5. Not eligible for Part B, exit with i	<input type="text"/>	<input type="text"/>	0
* 6. Part B eligibility not determined	<input type="text"/>	<input type="text"/>	0
Not Receiving Services			
* 7. Deceased.	<input type="text"/>	<input type="text"/>	0
* 8. Moved out of state.	<input type="text"/>	<input type="text"/>	0
* 9. Withdrawal by parent (or guardi	<input type="text"/>	<input type="text"/>	0
* 10. Attempts to contact unsucces:	<input type="text"/>	<input type="text"/>	0
Total number of infants and toddl			
	0	0	0

When calculating totals the Values of "M" and "NA" will be treated as zeros.

After entering data, the user should select "Save as Draft".

6.5 Percent Exiting by Gender

After entering the data for Section B: Reason for Exit by Gender, states may review the Section B: Percent Exiting by Gender form. This will be auto calculated with percentages by EMAPS. The reporting period is not shown on this page. After viewing the percentages, click the "Save as Draft" button on the bottom of the page.

Figure 9.

Reason For Exit	% Male	% Female	Total %
Program Completion			
1. No longer eligible for Part C pi			100
Exit at Age Three			
2. Part B eligible, exiting Part C.			100
3. Part B eligible, continuing in P			100
4. Not eligible for Part B, exit with referrals to othe			100
5. Not eligible for Part B, exit with			100
6. Part B eligibility not determine			100
Not Recieving Services			
7. Deceased.			100
8. Moved out of state.			100
9. Withdrawal by parent (or guar			100
10. Attempts to contact unsucces			100
Percent Exiting by Sex (Rows 1 -			
			100

OMB number: 1820-0557
Form Expires on: 08/31/2014

[To Dashboard](#)

When calculating percentages the Values of “M” and “NA” will be treated as zeros.

6.6 Fatal Errors in Data Entry Forms

If there are errors in the data entry forms a message will appear below the field that has the error. These errors may happen when:

- A negative integer is entered into a field.
- A decimal is entered into a field.
- A special character is entered into a field.
- An unacceptable letter code is entered into a field.
- NA is entered into a field that is not “Part B eligible, continuing in Part C” (row 3).

Data will not save if any of these errors are present. See Figure 10 for examples of these errors.

Figure 10.

1	NA	1	1	1	1
NA	Must be a positive Integer or "M" Missing	1	M	m	-9
1		1.5	a	Invalid value. Value may be a positive integer, M missing, or NA not applicable.	Value must be a positive integer
1*		Value must be a whole number	Must be a positive Integer or "M" Missing		1
Must be a positive Integer or "M" Missing	1	1	1	1	1
1	1	1	1	1	
					Field cannot be left blank

7.0 Review and Submit Form

Submitters will need to be in the “Review and Submit” form in order to save the survey to the database and complete the submission process. If the data pass the edit checks, the following message will be displayed, “[There are no edit check warnings. Please submit the results of the survey by clicking the ‘Submit Data to Database’ button](#)” (see fig.11).

There is an additional comment box on this screen that is used to explain any errors, or make any additional notes concerning the data.

Once you click the Submit Data to Database button, an HTML report and a Year to Year Comparison report will be auto generated and posted to the Reports Repository located on the EMAPS Home page. The IDEA Part C Data Manager will receive a confirmation email with the HTML report and Year to Year reports attached after the data have been submitted to the database. Once the survey has been submitted to the database, ED will have access to the state’s survey responses as well.

Users should exit the page by selecting either the "To Dashboard" or the "Submit Data to Database" button. If a user closes the data entry screen window or the EMAPS browser window directly, your data will not be saved.

Figure 11

[There are no edit check warnings. Please submit the results of the survey by clicking the ‘Submit Data to Database’ button.](#)

Please provide information to address edit checks violated above.



OMB number: 1820-0557

To Dashboard

Submit Data to Database

NOTE! To complete the survey and submit the data to ED, the user must select the “Submit Data to Database” button.

Users will be able to access the survey to make updates at any time during the open periods. If a new version of the survey is submitted to the database, it will override the previously submitted version. A history of all surveys will be available in the IDEA Part C Exiting Reports Repository.

7.1 Reviewing and Editing the Survey

If the data submitted fails edit checks, the following warning message is displayed at the bottom of the Review and Submit form with a list of all failed edit check logic (see fig.

12) in red, “Please note that the data entered result in the following relationships which violate edit checks:...”.

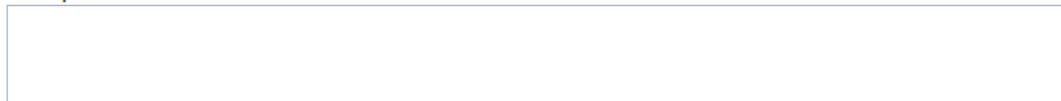
Part C Exiting Edit Checks:

- The totals for Basis of Exit by Race/Ethnicity shall match totals for Basis of Exit by Gender.
- All forms in the process shall be submitted before entering the Review and Submit form.
- The reporting period shall equal to 12 months.

Figure 12

Please note that the data entered result in the following relationships which violate edit checks: Q1 Race/Ethnicity Total <> Q1 Gender Total

Please provide information to address edit checks violated above.



OMB number: 1820-0557

To Dashboard

Submit Data to Database

In order to make any changes to the survey, select the “To Dashboard” button and return to the survey dashboard. In order to make any changes to the survey, the submitter will select the “To Dashboard” button and return to the survey dashboard. Once returned to the dashboard, select the data entry form to make your changes. Users will need to enter the data entry form” to make any adjustments. Once the appropriate data entry form(s) has been updated, the user will then save the survey as a new draft and return to the “Review and Submit” form to submit to the database.

If for some reason you need to submit the survey with any edit check warnings, you should enter a comment to explain why you are submitting the data with edit check warnings.

8.0 Accessing IDEA Part C Exiting HTML and Year to Year Comparison Reports

A Year to Year Comparison report (fig. 13) will be included in both the submission confirmation email as well as in the reports repository. The .csv report will display data from the prior years so that changes may be tracked. The report will display three years of data.

The HTML and Year to Year Comparison reports will be generated each time the data is submitted to the database, and will be e-mailed to Part C data managers.

To access your state's reports, select the "IDEA Part C Reports" folder located under the "Reports and Files" section on the right hand side of the EMAPS Home page (see fig.13).

Figure 13.



Once you click on the survey folder your states folder will display (see fig. 16).

Figure 16.

IDEA Part C > Default Community > EMAPS Process Outputs				
Up one level				
<input type="checkbox"/> Name	Type	Size	Created By	Modified
<input type="checkbox"/> Maryland		192.61 KB	Goody Bruffy	Oct 2, 2012 2:31 PM

Once you have clicked your state's folder select the Exiting Folder for your state (see fig. 17).

Figure 17.

Alabama > Default Community > EMAPS Process Outputs > IDEA Part C					
Up one level					
<input type="checkbox"/> Name	Type	Size	Created By	Modified	
<input type="checkbox"/> Alabama Child Count		556.42 KB	Goody Bruffy	Jan 4, 2013 11:06 AM	
<input type="checkbox"/> Alabama Dispute Resolution		44.5 KB	Goody Bruffy	Oct 2, 2012 2:31 PM	
<input type="checkbox"/> Alabama Exiting		239.9 KB	Goody Bruffy	Oct 2, 2012 4:12 PM	

In this folder, you will find the copies of the HTML and Year to Year Comparison reports (see fig. 18).

Figure 18.

Alabama Exiting > Default Community > EMAPS Process Outputs > IDEA Part C > Alabama					
Up one level					
<input type="checkbox"/> Name	Type	Size	Created By	Modified	
<input type="checkbox"/> Alabama IDEA Part C Exiting 2011-12	HTML	17.58 KB	Goody Bruffy	Oct 10, 2012 1:56 PM	
<input type="checkbox"/> Alabama IDEA Part C Exiting 2011-12	HTML	17.79 KB	Patrick Noll	May 28, 2013 12:26 PM	
<input type="checkbox"/> Alabama IDEA Part C Exiting 2011-12	HTML	17.79 KB	Patrick Noll	May 28, 2013 12:31 PM	
<input type="checkbox"/> Alabama IDEA Part C Exiting 2011-12	HTML	17.79 KB	Patrick Noll	May 28, 2013 2:03 PM	
<input type="checkbox"/> Alabama IDEA Part C Exiting 2012-13	HTML	18.22 KB	Goody Bruffy	Sep 11, 2013 1:14 PM	
<input type="checkbox"/> Alabama IDEA Part C Exiting 2013-14	HTML	18.07 KB	Patrick Noll	Sep 9, 2014 2:02 PM	
<input type="checkbox"/> Alabama IDEA Part C Exiting 2013-14	HTML	18.16 KB	Patrick Noll	Sep 17, 2014 4:13 PM	
<input type="checkbox"/> Alabama IDEA Part C Exiting 2013-14	HTML	17.69 KB	Patrick Noll	Jul 20, 2015 1:50 PM	
<input type="checkbox"/> Alabama IDEA Part C Exiting 2014-15	HTML	17.59 KB	Patrick Noll	Sep 16, 2015 9:42 AM	
<input type="checkbox"/> Alabama IDEA Part C Exiting 2014-15	HTML	17.97 KB	Patrick Noll	Sep 16, 2015 10:24 AM	
<input type="checkbox"/> Alabama IDEA Part C Exiting 2014-15	HTML	17.97 KB	Patrick Noll	Sep 16, 2015 10:43 AM	
<input type="checkbox"/> Alabama IDEA Part C Exiting 2014-15	HTML	17.61 KB	Patrick Noll	Sep 18, 2015 11:10 AM	
<input type="checkbox"/> Alabama IDEA Part C Exiting 2014-15	HTML	17.62 KB	Patrick Noll	Sep 18, 2015 11:22 AM	
<input type="checkbox"/> Alabama Year-to-Year Exiting 2012-13	CSV File	0.85 KB	Goody Bruffy	Sep 11, 2013 1:14 PM	
<input type="checkbox"/> Alabama Year-to-Year Exiting 2013-14	CSV File	0.92 KB	Patrick Noll	Sep 9, 2014 2:02 PM	
<input type="checkbox"/> Alabama Year-to-Year Exiting 2013-14	CSV File	0.94 KB	Patrick Noll	Sep 17, 2014 4:13 PM	
<input type="checkbox"/> Alabama Year-to-Year Exiting 2013-14	CSV File	0.91 KB	Patrick Noll	Jul 20, 2015 1:50 PM	
<input type="checkbox"/> Alabama Year-to-Year Exiting 2014-15	CSV File	0.91 KB	Patrick Noll	Sep 16, 2015 9:42 AM	
<input type="checkbox"/> Alabama Year-to-Year Exiting 2014-15	CSV File	0.87 KB	Patrick Noll	Sep 16, 2015 10:24 AM	
<input type="checkbox"/> Alabama Year-to-Year Exiting 2014-15	CSV File	0.87 KB	Patrick Noll	Sep 16, 2015 10:43 AM	
<input type="checkbox"/> Alabama Year-to-Year Exiting 2014-15	CSV File	0.9 KB	Patrick Noll	Sep 18, 2015 11:10 AM	
<input type="checkbox"/> Alabama Year-to-Year Exiting 2014-15	CSV File	0.9 KB	Patrick Noll	Sep 18, 2015 11:22 AM	

NOTE! If your state has submitted multiple surveys, users should reference the time date stamp to locate the most recent submission. The most recent submission will be the survey that was last submitted to the database and the collection ED will use for analysis.

Following your browsers prompts, you may save the report to your computer, or open and view the report.

Once you select a survey, the HTML report will appear (see fig. 19).

Figure 19.



Alabama

IDEA Part C - Exiting Process Release 4.0

Year: 2014-15

A zero count should be used when there were no children to report in the specific category for the given reporting period. Enter "M" (Missing) if the state did not collect or could not report a count for the specific category. For Question 3 (Part B eligible, continuing in Part C) enter NA if the category is not applicable. Please provide an explanation for the missing data in the comment box at the bottom of the survey pages.

What is your state's 12 month reporting period? From: 12/2013 To: 12/2014

Section A: Reason for Exit by Race/Ethnicity

Reason for Exit	Hispanic/Latino	American Indian or Alaska Native	Asian	Black or African American	Native Hawaiian or Other Pacific Islander	White	Two or More Races	Total
<i>Program Completion</i>								
No Longer Eligible for Part C Prior to Reaching Age Three	1	2	3	4	4	5	6	25
<i>Exit at Age Three</i>								
Part B Eligible, Exiting Part C	6	4	8	8	8	6	4	44
Part B Eligible, Continuing in Part C	NA	NA	NA	NA	NA	NA	NA	NA
Not eligible for Part B, Exit with Referrals to other Programs	4	4	8	8	8	6	4	42

You may save this report to your desktop using Internet Explorer browser options or print the report as a hard copy.

The edit checks that were violated by the data submitted will be displayed on the HTML survey report, located under the comment box. These edits will appear just as they do in the Review and Submit form; only, the edits on the HTML reports will not be displayed in red text.

To remove the edit checks from displaying in your HTML report submitters must correct the edits in the data entry forms. Submitters must re-submit the survey through the Review and Submit form to override the previous submission.

The Year to Year Comparison Report will open in Excel and may be used to compare data from past years (see fig. 20). Each time a version of the survey is submitted a new version of this report will be generated. Take care to open the correct report by referencing the time/date stamp.

Figure 20.

Alabama Year-to-Year Exiting 2014-15								
	A	B	C	D	E	F	G	H
1	EMAPS - IDEA Part C Exiting							
2	Year 2014-15							
3	StateName: Alabama							
4	Created: 9/18/2015 11:22 AM EDT	Year 1	Year 2	Year 3	Difference	Difference	% Change	% Change
5		2012-13	2013-14	2014-15	Year 1 - 2	Year 2 - 3	Year 1 - 2	Year 2 - 3
6	1. No longer eligible for Part C prior to reaching age three.	76	0	25	-76	25	-100	2500
7	2. Part B eligible exiting Part C.	26	0	44	-26	44	-100	4400
8	3. Part B eligible continuing in Part C	33	0	0	-33	0	-100	0
9	4. Not eligible for Part B exit with referrals to other programs.	42	0	42	-42	42	-100	4200
10	5. Not eligible for Part B exit with no referrals.	106	0	117	-106	117	-100	11700
11	6. Part B eligibility not determined.	25	0	41	-25	41	-100	4100
12	7. Deceased.	37	0	43	-37	43	-100	4300
13	8. Moved out of state.	29	0	0	-29	0	-100	0
14	9. Withdrawal by parent (or guardian).	35	0	102	-35	102	-100	10200
15	10. Attempts to contact unsuccessful.	36	0	132	-36	132	-100	13200
16								

9.0 Glossary of Data Elements

No longer eligible for Part C prior to reaching age three – Include all children who within this 12-month reporting period, have exited Part C before age three because they are no longer eligible under IDEA, Part C.

Part B eligible, exiting Part C – Include all children determined to be eligible for Part B during the reporting period and who exited (or will soon exit) Part C. This includes children who receive Part B services in conjunction with Head Start.

Part B eligible, continuing in Part C – Include all children determined to be eligible for Part B, and whose parents were offered and consented to have their child remain in Part C under 20 USC 1432(5)(B)(ii) and 1435(c). The Part B eligible, continuing in Part C category may ONLY be used by a state whose application for IDEA Part C funds includes a policy under which parents of children with disabilities who were eligible for services under IDEA Section 619 and previously received services under Part C may continue to receive early intervention services under Part C beyond age three. States that do not offer this option under 20 USC 1432(5)(B)(ii) and 1435(c) may NOT report children in this category.

Not eligible for Part B, exit with referrals to other programs – Include all children *who reached age three*, were evaluated and determined not eligible for Part B, and were referred to other programs, which may include preschool learning centers, Head Start (but not receiving Part B services), and child care centers, and/or were referred for other services, which may include health and nutrition services, such as WIC.

Not eligible for Part B, exit with no referrals – Include all children *who reached age three*, were evaluated and determined not eligible for Part B, but were not referred to other programs.

Part B eligibility not determined – Include all children who reached their third birthday and their Part B eligibility was not determined during this reporting period. This category includes children who were referred for Part B evaluation, but for whom the eligibility determination has not yet been made or reported or children for whom parents did not consent to transition planning. Include in this category any child *who reached age three*, and who has not been reported in categories 2-5.

Deceased – Include all children who died before their third birthday, even if their death occurred at the age of exit. Include only children who died during the reporting period.

Moved out of State – Include all children who moved out of state before their third birthday. Include only children who moved during the reporting period. Do not report a child who moved within State (i.e., from one program to another) if services are known to be continuing.

Withdrawal by parent (or guardian) – Include all children under the age of three whose parents declined all services (including service coordination services) after an IFSP was in place, or declined to consent to Part C services on the IFSP and provided written or verbal indication of withdrawal from Part C services.

Attempts to contact the parent and/or child were unsuccessful– Include all children, under the age of three, who had an active IFSP, and for whom Part C personnel have been unable to

provide early intervention services either due to lack of response from the parent or family, or inability to contact or locate the family or child after repeated, documented attempts. Include in this category any child who was no longer receiving services under Part C before reaching age three, and who has not been reported in categories 7-9.

Hispanic/Latino— A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race. Refers to Hispanic and/or Latino.

American Indian or Alaska Native —A person having origins in any of the original peoples of North and South America (including Central America) and who maintains tribal affiliation or community attachment. (Does not include persons of Hispanic/Latino ethnicity.)

Asian— A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent. This includes, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam. (Does not include persons of Hispanic/Latino ethnicity.)

Black or African American — A person having origins in any of the Black racial groups of Africa. (Does not include persons of Hispanic/Latino ethnicity.)

Native Hawaiian or Other Pacific Islander — A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands. (Does not include persons of Hispanic/Latino ethnicity.)

White — A person having origins in any of the original peoples of Europe, the Middle East, or North Africa. (Does not include persons of Hispanic/Latino ethnicity.)

Two or more races —A person having origins in two or more of the five race categories listed immediately above. (Does not include persons of Hispanic/Latino ethnicity.)



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